



What is the CRWEC? The Cedar River Watershed Education Center (CRWEC) is a regional education facility, operated by the City of Seattle, connecting people to the source of their water. The CRWEC's primary goal is education through programs, events, an exhibit hall, Heritage Library and sales area. Rentals are offered as a public service and to offset operating costs.

What rooms can I rent? The main rental room is the Auditorium (60 – 80 people at tables). It has a kitchen and audio-visual equipment. The Learning Lab (30 people) is a classroom with movable tables and chairs. It can be divided in half and just one side rented. The smallest rental room is the Friends Meeting Room (8 – 10 people).

How many people can the CRWEC accommodate? The facility can accommodate 120 people maximum, regardless of the number of rooms rented.

How far in advance can I book the CRWEC? Booking is allowed one year in advance.

How quickly do rooms rent? Weekends, July – October, are very popular and can be booked up by the middle of January.

What hours can I rent? Rentals can begin at 7:00 AM and can go no later than dusk. Check with staff for exact times. It will be no later than 9:30 PM. You must be off the grounds, as the gate to the parking area will be locked at this time.

Are you open in the winter? How much snow do you get? We are open during the winter. The elevation is 920 feet above sea level, so we do get more snow than Seattle, North Bend or Issaquah. Much of the winter there is no snow, but there are times when it snows heavily. We make every effort to plow the parking lots and shovel sidewalks during rentals. The road leading to the Education Center climbs steeply, and has sharp curves and can be slick.

How much parking is available? We strongly encourage carpooling. Parking availability varies; many people visit the CRWEC and Rattlesnake Lake. There are approximately 60 spaces. During the operating hours of the CRWEC, 12 marked spaces are reserved for visitors or program participants.

Who will setup the tables and chairs (inside & outside)? You are responsible for setup and takedown. You must include this time in your rental. For a large event assume 1 – 2 hours of setup and 1 – 2 hours for cleanup. The room is to be left in the same condition it was found when you arrived.

What are your catering rules? Can we provide our own food? Can we have a potluck? You may have a potluck. You are responsible for all cleaning. Refrigerator space is limited. You may use any caterer. All caterers must have a current health certificate, business licenses and commercial liability insurance.

Are we required to use a specific caterer? No. We do, however, have a list of caterers whom are experienced with the Education Center and the list can be provided to you upon request.

Why does my caterer have to sign the rental agreement? The caterer needs to sign the agreement because they must be aware of the rules. This is to your benefit, because you are responsible for any damage or additional labor charges.

Is alcohol allowed at the CRWEC? Yes. Most events will require a licensed bartender (Class 12 Mixologist) serving ALL alcohol. Most caterers have a bartender on their staff. You may have a ceremonial toast of one 4 ounce serving per person without hiring a bartender. For ALL EVENTS with alcohol you must also purchase a banquet permit. You may order your banquet permit online at (<http://liq.wa.gov/licensing/banquet-permits>) for \$10.00.



What type of alcohol can we have at our event? All types of alcohol can be served at the CRWEC.

How can the alcohol be distributed during our event? All alcohol MUST be served by a Class 12 Mixologist (<http://www.liq.wa.gov/licensing/mast-permits>), except for ceremonial toasts. Personal use of privately provided alcohol, including flasks, is not allowed.

When and where can alcohol be distributed? Alcohol service must not begin until the event/meeting start time and end 1 hour prior to your contractual end time. For example an event beginning at 6:00 pm could not have alcohol served at 5:00 pm when people are setting up and an event ending at 9:30 pm will do last call at 8:30 pm. All alcohol must be consumed on and within the designated rental area. Request a map for details.

Who is responsible for the alcohol at my event? The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract.

What about garbage and recycling? If you have a catered meal, the caterer is required to take garbage off-site. Tell your caterer in advance. You are required to recycle. We can recycle glass, tin/aluminum and mixed paper. We also recycle food waste.

What equipment comes with my rental? The CRWEC has 60 inch round tables, 30 x 60 inch rectangular tables, chairs, dishes, sound system, video/computer project and flip chart easels. Ask for an inventory. Equipment availability varies.

Do you provide the linens? We do not provide linens.

When do you accept deliveries? Space is limited and deliveries are accepted on a case-by-case

basis. Deliveries can be made on Friday, 8:00 am – Noon. Deliveries will not be accepted unless prior arrangements have been made. Any items not removed on the date of your event must be picked up on Tuesday, 8:00 am – Noon.

Can I have candles or a campfire? Candles, campfires and any other flammable activity must be approved by the facility coordinator. If you have candles they must have a container to catch wax. Campfires may be restricted due to fire danger.

Will there be staff on site? Yes, there will always be a staff person on site. During after-hours rentals the staff person is there to supervise your event and meet your needs. Staff is not responsible for setup, takedown or cleanup of your event.

When is the rental agreement due? The rental agreement is due when you make the reservation. Your rental reservation is not official until the rental agreement and a 25% security deposit are received.

When are the rental fees due? The security deposit for private events is due when you turn in the rental agreement. Your reservation is not official without the rental agreement and security deposit. The security deposit will apply to your rental fee. For example, if your rental fee was \$1,000.00 after you paid the \$250.00 security deposit then your rental fee would only be \$750.00. The remaining rental fee and damage deposit are due 2 weeks before the event.

What is the difference between the security deposit and damage deposit? The security deposit is non-refundable and is part of your rental fee. It "secures" your rental date. The damage deposit is fully refundable. This fee covers any damage or labor charges that may incur during your rental. The damage deposit should be paid with a separate check.